

**NATIONAL INSTITUTE OF SIDDHA
TAMBARAM SANATORIUM
CHENNAI – 600 047**

COST OF APPLICATION Rs.100/-

**PRESCRIBED APPLICATION FOR
NON -TEACHING POSTS**



NATIONAL INSTITUTE OF SIDDHA

राष्ट्रीय सिद्ध संसथान

Ministry of AYUSH -आयुष मंत्रालय

GOVERNMENT OF INDIA-भारत सरकार

TAMBARAM SANATORIUM, CHENNAI -600 047 -ताम्बरम सनटोरियम चेन्नई -600 047

फ़ोन\Tele : 044-22411611

फैक्स\Fax : 22381314

ईमेल: nischennaisiddha@yahoo.co.in

वेब : www.nischennai.org

APPLICATION FOR THE POST OF:

Application fee details: DDNo. _____ Date _____.

1. Name and Address (in block letters)

Attested recent
passport size
photograph to be
affixed in the
space

2. Date of Birth (in Christian Era):

3. Age as on the Last date of:
Receipt of Application

4. Date of retirement under Central Government Rules

5. Educational Qualifications:

Whether educational and other qualifications required for the posts are satisfied. If any qualification has been treated as equivalent to the one prescribed in the rules, state the authority for the same (with a attested photo copy).

Particulars	Qualification / Experience required	Qualification / Experience possessed by the candidate
(i) Essential Qualification		
(ii) Experience		
(iii) Desirable		
(iv) Other		

Educational Qualifications (Starting from High School)

Sl.No.	Examination passed	Year	Name of the School / College / University	Subject	Div/ Grade
1					
2					
3					
4					
5					

6. Experience

Sl.No.	Name of the post	Scale of pay	Name of the Institution / Organisation	Period	
				From	To
1					
2					
3					
4					
5					

7. Please state clearly whether in the light of above entries made by you, you have the requirement of post :

8. Nature of present employment, i.e. whether Ad-hoc or temporary or quasi permanent or Permanent:

9. In case the present employment is held on Deputation / Contract basis, please state:

- a. The date of initial appointment
- b. Period of appointment on deputation / contract
- c. Name of the parent office / organization which you belong:

10. Additional details about present employment:

- a. Central Government
- b. State Government
- c. Autonomous Organisations
- d. Government Undertakings
- e. Universities

11. Are you in revised scale of pay? If yes,
Give the date from which the revision took place
and also indicate the pre-revised scale

12. Total emoluments per month now drawn:

13. Additional information, if any which you would
like to mention in support of your suitability for
the post. Enclose a separate sheet if the space is
insufficient.

14. Whether belongs to SC/ST/OBC

15. If the candidate is working in Central Government/
State Government/ Autonomous Organisations /Govt.
Undertakings / Universities, he should enclose the NOC
in the application

16. Remarks:

I hereby declare that all statements made in the application are true and complete to the
best of my knowledge and belief.

Date

(Signature of the Candidate)
Address:

CERTIFICATE
(Please refer para 15 of General instructions)

Certified that

1. The entries made in the application have been verified and found correct.
2. No major / minor penalties have been imposed on Shri./ Smt/-----
-----during the last 10 years. His /
Her integrity is beyond doubt and no vigilance case is pending or
being contemplated against the candidate.
3. Service particulars of Shri. / Smt. -----have been
carefully scrutinized.
4. Confidential reports for the last five years i.e., for the year 2010-11 to
2014-15 are enclosed herewith.
5. The candidate if selected will be relieved immediately for joining the
post.

Signature and Designation of the
Competent Authority

Details of employment in chronological order:

Office / Institution / Organisation	Post Held	From	To	Scale of pay & Last Basic Pay	Nature of Duties

Signature of the candidate

General Instructions:

- 1) The recruitment/appointment of the candidates in the Institute is governed by the NIS Service Rules 2004.
- 2) The candidates appointed on direct recruitment in the Institute shall be governed by the New Pension Scheme which is in force at present.
- 3) Candidates must have not attained the maximum age prescribed against each post. Age relaxation is applicable to various categories as per Government of India orders issued from time to time.
- 4) The upper age limit prescribed shall be relaxable by 05 years in case of women candidates and there is no age bar to the employees of NIS.
- 5) The persons working in the Central/State Govt./UTs/PSUs/Statutory or autonomous bodies and applying for the posts on direct basis should submit their applications only **through proper channel**.
- 6) SC/ST community certificate should be signed by the appropriate authority of the State Govt. /UT.
- 7) Candidates belonging to OBC category should furnish the OBC certificate in the format prescribed by the Govt. of India.
- 8) The number of vacancies indicated is provisional and may vary at the discretion of the Competent Authority.
- 9) Mere fulfilling the minimum prescribed qualification and experience will not vest any right to candidate for being called for interview.
- 10) The Institute reserves the right to cancel or modify this notification without assigning any reason.
- 11) The Institute reserves the right to shortlist candidates depending upon the no. of vacancies and application received etc. and also to decide the modalities for recruitment whether through interview or written test or both and the venue/schedule thereof.
- 12) In case written test is conducted to shortlist candidates, the marks obtained in the written test together with the marks obtained in the interview will be taken into account in arriving the merit of the candidates.
- 13) The Institute reserves the right to call for interview such of those candidates, who in its opinion, are found to be eligible. No correspondence in this regard will be entertained from the candidates.
- 14) For deputation posts, persons working in the Central/State Govt./UTs/PSUs/Statutory or autonomous bodies only will be considered.
- 15) The persons working in the Central/State Govt./UTs/PSUs/Statutory or autonomous bodies and applying for deputation posts should submit their application along with up-to-date duly certified CR Dossiers of the last five years along with disciplinary/vigilance clearance. They should also submit a certificate from the employer to the effect that the particulars furnished by the officer are correct as per the record held in the office and no case is pending or contemplated against him/her.
- 16) No travelling allowance is admissible to the candidates to attend for test/interview.

- 17) The cost of application is Rs.100/- each for teaching and non-teaching posts.
Application format is to be downloaded from our website, www.nischennai.org and the filled in application along with the application fee of Rs.100/- by way of demand draft drawn in favour of “Director, National Institute of Siddha” payable at Chennai has to be submitted to the Director, National Institute of Siddha, Tambaram Sanatorium, Chennai:600 047 **on or before 45 Days**. SC/ST candidates are exempted from application fee and they should produce an attested copy of the community certificate from the competent authority along with the application form to claim for application fee exemption.
- 18) The filled in application, complete in all respects should be submitted to the Director, National Institute of Siddha, Tambaram Sanatorium, Chennai: 600 047 with the attested photocopies of the certificates in support of age proof, educational qualification and experience etc.
- 19) Candidates applying for more than one post should send separate applications for each post.
- 20) Applicants should clearly write the Name of the Post and Advt. No on the top of the envelope in **BOLD LETTERS**.
- 21) Incomplete applications and those received after the due date and also such applications which are not supported with attested photocopies of certificates and testimonials are liable to be rejected.
- 22) Canvassing in any form will disqualify a candidate.